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FRIENDS

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**Super Saver Essentials
for the office**

Celebrate Administrative Professionals Day
April 24, 2013



Nominate and **vote** for the
next **Office Idol**, see
instructions on page 6

DYMO

3M



FriendsTM
BUSINESS SOURCE
Everything for people@work.


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	ITEM #	DESCRIPTION	PRICE	AMT.
A	AVE5160	Create professional-looking labels quickly with these mailing labels. Jam-free, smudge-free, bright white labels deliver sharper print quality. Ideal for addressing, shipping and organizing. Labels are designed for use in laser printers.	\$24.19	BOX
B	AVE5366	Labels with TrueBlock completely cover everything underneath so you can re-use mailing tubes, boxes and more. Bright white labels have permanent adhesive that sticks without lift or curl. Each sheet has labels sized to fit 1/3-cut tabs. File folder labels are compatible with inkjet and laser printers.	\$28.87	BOX
C	BSN21050	Use mailing labels to address envelopes and packages. Acid-free labels feature permanent adhesive and a vibrant white surface for sharp text and clean print quality. Jam-free labels are compatible with laser printers only.	\$7.35	PACK
D	BSN26102	Use permanent file folder labels to get organized. Easy-to-use labels are compatible with laser and inkjet printers. Sheets of labels will not jam. Labels are archival-safe, acid-free and lignin-free.	\$10.59	PACK
E	DYM30252	Paper address labels print directly from the roll for simple use. Compatible with DYMO LabelWriter printer EL40, EL60, CoStar LabelWriter XL, 300, 310, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo and DuoTurbo.	\$18.75	BOX
F	DYM30857	LabelWriter name badge labels are the fastest and most efficient way to create name badges for visitors and company meetings. Each self-adhesive badge is made of high-quality label stock and features a clip hole for easy attachment. Use with Dymo LabelWriter EL60, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo and DuoTurbo. Each roll has 250 badges.	\$20.01	ROLL
G	DYM30254	Paper address labels print directly from the roll for simple use. Compatible with DYMO LabelWriter printer EL40, EL60, CoStar LabelWriter XL, 300, 310, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo, DuoTurbo and Seiko SLP 120, 240, Pro, EZ30, and Plus.	\$9.13	ROLL
H	DYM30277	White two-up file folder labels print directly from the roll for simple use. Print labels two-up or in a batch. Labels are compatible with Dymo LabelWriter printer 310, 315, 330, 330 Turbo, 450 Duo, 450 Twin Turbo, 4XL 1755120, SE300.	\$11.10	BOX
I	DYM30321	Large paper address labels print directly from the roll for ease of use. Compatible with DYMO LabelWriter printer EL40, EL60, CoStar LabelWriter XL, 300, 310, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo, DuoTurbo, Seiko SLP240 and SLP Pro.	\$19.19	BOX
J	DYM30323	Paper shipping labels print directly from the roll for simple use. Compatible with DYMO LabelWriter printer EL60, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo, DuoTurbo, Seiko SLP240 and SLP Pro.	\$13.29	ROLL
K	DYM30326	Paper VHS Tape/Top labels print directly from the roll for simple use. Print labels one-up or in a batch. Compatible with DYMO LabelWriter printers EL60, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo and DuoTurbo.	\$11.99	ROLL
L	DYM30327	White File Folder Labels print directly from the roll for simple use. Print labels singly or in a batch. Compatible with DYMO LabelWriter printer EL40, EL60, CoStar LabelWriter XL, 300, 310, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo, DuoTurbo and Seiko SLP 120, 240, Pro, EZ30, and Plus	\$8.12	BOX
M	DYM30330	Print Return Address/Multipurpose Labels directly from the roll for simple use. Compatible with DYMO LabelWriter printer EL40, EL60, CoStar LabelWriter XL, 300, 310, Turbo and CoStar LabelWriter XL Plus, Turbo, 320, 330, 330 Turbo, 400, 400 Turbo, Twin Turbo and DuoTurbo.	\$14.68	ROLL
N	DYM45010	Durable, polyester-coated D1 tapes is both water-resistant and sunlight-resistant and endures temperatures from zero to 194 degrees Fahrenheit. Patented D1 tape cartridge contains easy-peel, split-back tape. Special backing is split down the middle to make separation of tape backing a snap for fast and easy label application. (BLACK ON CLEAR LABEL)	\$15.25	EACH


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	ITEM #	DESCRIPTION	PRICE	AMT.
O	DYM45013	Durable, polyester-coated D1 tapes is both water-resistant and sunlight-resistant and endures temperatures from zero to 194 degrees Fahrenheit. Patented D1 tape cartridge contains easy-peel, split-back tape. Special backing is split down the middle to make separation of tape backing a snap for fast and easy label application. (BLACK ON WHITE LABEL)	\$12.67	EACH
P	DYM45018	Durable, polyester-coated D1 tapes is both water-resistant and sunlight-resistant and endures temperatures from zero to 194 degrees Fahrenheit. Patented D1 tape cartridge contains easy-peel, split-back tape. Special backing is split down the middle to make separation of tape backing a snap for fast and easy label application. (BLACK ON YELLOW LABEL)	\$15.52	EACH
Q	DYM45803	Durable, polyester-coated D1 tapes is both water-resistant and sunlight-resistant and endures temperatures from zero to 194 degrees Fahrenheit. Patented D1 tape cartridge contains easy-peel, split-back tape. Special backing is split down the middle to make separation of tape backing a snap for fast and easy label application. (BLACK ON WHITE LABEL)	\$17.21	EACH
R	DYM53713	Durable, polyester-coated D1 tapes is both water-resistant and sunlight-resistant and endures temperatures from zero to 194 degrees Fahrenheit. Patented D1 tape cartridge contains easy-peel, split-back tape. Special backing is split down the middle to make separation of tape backing a snap for fast and easy label application. (BLACK ON WHITE LABEL)	\$21.07	EACH
S	SMD11961	SuperTab folders feature a 90 percent larger label area than standard folders for improved labeling. Ideal for any vertical or lateral filing system. Your labels will be easy to see because you can use larger text or more lines of text. Extra-wide 1/3-cut tabs are 7/8" high. Folders are made of 11 point stock and scored for 3/4" expansion.	\$34.99	BOX
T	BSN65780	Color-coding saves filing and retrieval time and prevents costly filing mistakes. Single-ply folders are made of 11 point stock. One-ply tabs are 1/3 cut in assorted positions. Assorted colors include red, blue, orange, yellow and green.	\$13.99	BOX

WORDS THAT DESCRIBE GREAT ADMINISTRATIVE PROFESSIONALS

We've hosted our Office Idol contest in search of our customers' best administrative professionals for over 4 years, now. Throughout our search, we have found some "buzz-words" that most usually describe our top 3 professionals, every year.

We also stumbled across an Administrative Professionals blog. The writer had some characteristics we also wanted to include, here.

Read more from Karen Porter in her blog by going to www.theeffectiveadmin.com

A little over a year ago, I wrote

a special report called "Going From Good to Great as an Administrative Professional." Like all of my special reports, it was based on primary research with working administrative professionals.

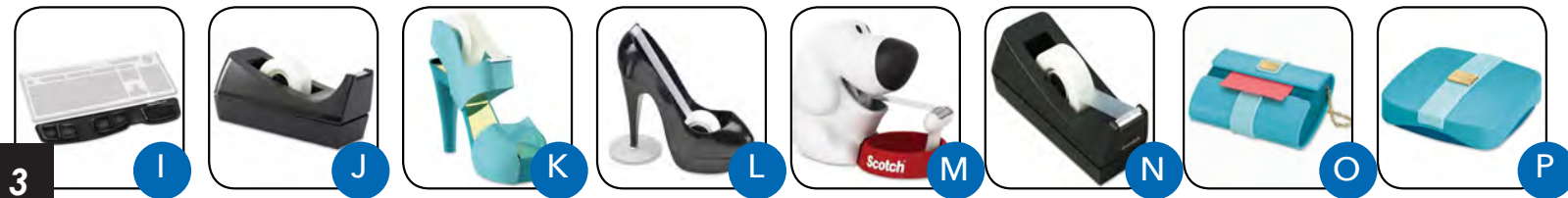
Based on those interviews with your administrative colleagues and that research, I compiled a list of words and phrases that suggest "greatness" in an administrative professional. Here are some of them:

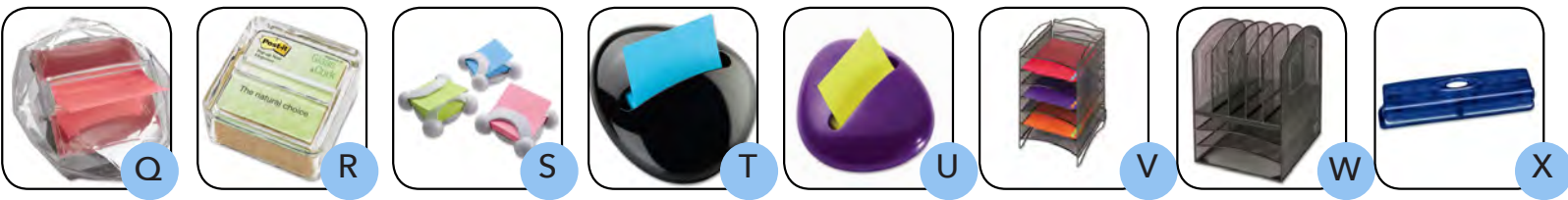
- anticipatory
- approachable
- asks for help
- awareness
- backs up, volunteers or willingly assists other staff, departments
- big picture viewer
- calm
- capable task performance
- challenges self
- comprehension
- continuous improvement
- continuous learner
- courteous
- creative thinker
- current
- delegator
- dependable
- desire
- above and beyond
- active
- adaptable
- admits mistakes

for your desk

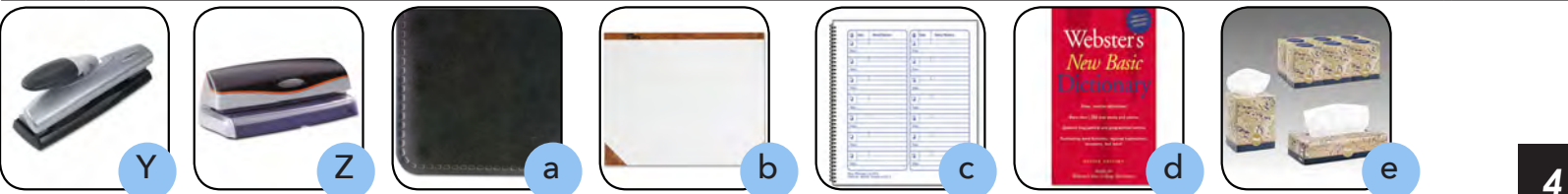


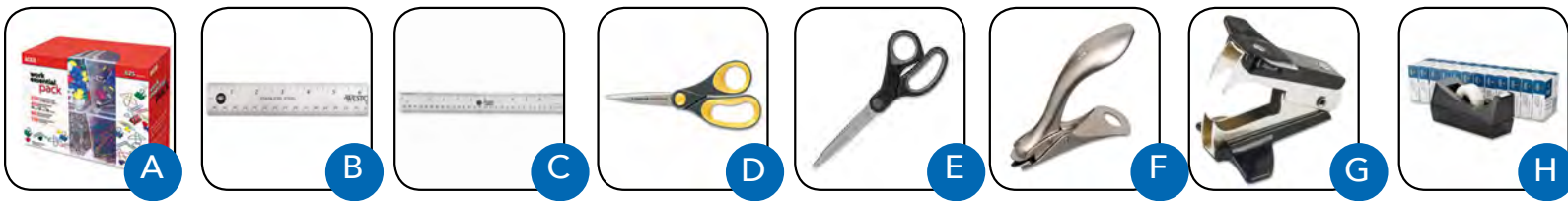
	ITEM #	DESCRIPTION	PRICE	AMT.
A	ACI1100	The stapler that started the revolution One-finger stapling power for up to 20 sheets. Patented staple-gun action, lightweight with non-slip handle and base. Jam-free performance. Standard staples included. Stapler Type: Power-Assist Staple Capacity: Full Strip 210 Staples Size of Staple Used: 1/4".	\$18.39	EACH
B	SWI35450	100% Performance Guarantee Precision engineered chisel point proves to give superior paper penetration and minimal jamming. Reusable storage case. Staple Type: Standard For Use With: All staplers holding a full strip of 210 standard staples Leg Length: 1/4".	\$2.49	BOX
C	BSN62829	Electric stapler fastens 25 sheets at a time. Features simple push button operation for front staple loading and stapling depth adjustment. Low staple light shows when stapling supply needs to be replenished. Stapler has a 35mm throat. Uses a full strip (210 staples) of standard 1/4" staples.	\$77.99	EACH
D	SWI69270	Exceptional capacity, speed and stamina for any job you bring its way. Patented cartridge technology for 5,000 staples without reloading Flat clinch mechanism. Precision adjustment guide for perfect alignments. Plastic and metal construction. Throat depth adjustable from 1/4" to 1-1/8". Top loads a cartridge of 5,000 flat clinch staples. 100% Performance GuaranteeGuaranteed to perform at the highest standards for the life of the warranty assuming normal product usage or Swingline will replace the product. Stapler Type: Flat-Clinch Electric Staple Capacity: Cartridge 5,000 Size of Staple Used: 3/8".	\$413.09	EACH
E	BSN65646	Stapler offers ergonomic stand-up design that takes up less desk space than conventional desktop staplers. Rotating anvil allows stapling and pinning. Design also features comfort hand grips and all-metal working parts. Stapler fastens up to 20 sheets of 20 lb. paper using standard staples. Staple capacity is 210 staples.	\$5.20	EACH
F	FEL5933901	Long-lasting polyester surface stands up to everyday wear and tear and offers the perfect surface for enhanced accuracy. Built-in Microban antimicrobial protection. Provides superior tracking for both ball and optical mice. Wrist Filling Material: None Mouse Pad/Wrist Rest Type: Mouse Pad Colors: Black.	\$5.04	EACH
G	FEL91441	Ergonomically designed to provide wrist support and comfort. Thick gel cushion conforms to the contours of your wrist to alleviate pressure. Optical mouse-friendly surface provides superior tracking and control. Wrist Filling Material: Gel Mouse Pad/Wrist Rest Type: Mouse Pad Wrist Rest Colors: Purple.	\$17.35	EACH
H	FEL9175101	Built-in Microban antimicrobial protection continuously fights the growth of microbes. Long-lasting Lycra covering stands up against everyday wear and tear. Wrist Filling Material: Gel Mouse Pad/Wrist Rest Type: Mouse Pad Wrist Rest Colors: Graphite.	\$26.96	EACH
I	FEL9183201	Contoured shape encourages correct ergonomic position while placing hands in neutral posture. Patented Health-V Channel reduces wrist pressure to help prevent carpal tunnel syndrome. Transparent cover. Wrist Filling Material: Gel Mouse Pad/Wrist Rest Type: Gel Keyboard Palm Support Colors: Black.	\$19.07	EACH
J	BSN32954	Economical, desktop tape dispenser is designed for standard 1/2" or 3/4" tape rolls with a 1" core. Dispenser is made of sturdy high-impact plastic with a weighted, nonskid base. Tape is sold separately.	\$1.69	EACH
K	MMMC30SANDAL	Scotch Magic Tape Shoe Dispenser - Sandal - Holds Total 1 Tape(s) - 1" Core - Refillable - Lightweight - Blue	\$10.99	EACH
L	MMMC30SHOEB	Step up your style and personalize your space with the Scotch Black Stiletto Shoe Tape Dispenser. Elegant dispenser keeps your favorite Scotch Brand Tape at your fingertips and includes one roll of Scotch Magic Tape. Stylish, refillable dispenser holds 1/2" or 3/4" wide tapes on a 1" core, and tapes can measure up to 1,500" long. Dispenser includes 3/4" x 350" Scotch Magic Tape.	\$12.89	EACH
M	MMMC31DOG	Scotch Tape Dispenser is modeled after a friendly dog to be a loyal friend for your desktop and to provide stylish, easy, one-handed dispensing. Dispenser also includes a nonskid base. Refill easily with standard tape rolls that have 1" cores and measure up to 3/4" x 1296". Tape includes one roll of 3/4" x 300" Scotch Magic Tape.	\$11.39	EACH
N	MMMC38BK	Weighted, nonskid base for quick and easy, one-handed dispensing. Designed to hold tapes up to 1,500" long. Tape Dispenser Type: Desktop For Tape Width: 1/2"/3/4" For Tape Length: Up to 1,500".	\$3.50	EACH
O	MMMCCLH330	Purse-shaped, Post-it Note dispenser offers high fashion for your notes and allows you to take Post-it Notes one at a time. Dispenser resembles a colorful clutch purse with gold-colored accents. Weighted dispenser is perfect for easy one-handed dispensing. Refillable dispenser includes one 90-sheet pad of 3" x 3" Post-it Pop-up Notes in Jewel Pop colors. Refill easily with 3" x 3" notes. Dispenser is made of plastic.	\$11.99	EACH
P	MMMCPT330	Compact-shaped, Post-it Note dispenser offers high fashion for your notes and allows you to take Post-it Notes one at a time. Dispenser resembles a colorful compact that fits easily in your purse. Weighted dispenser is perfect for easy one-handed dispensing. Refillable dispenser includes one 90-sheet pad of 3" x 3" Post-it Notes in Jewel Pop colors. Refill easily with 3" x 3" notes. Dispenser is made of plastic.	\$8.59	EACH





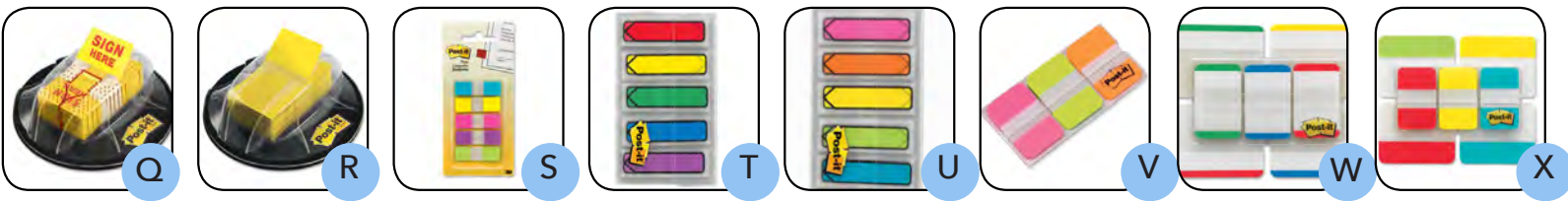
	ITEM #	DESCRIPTION	PRICE	AMT.
Q	MMMDIA330	Liven up your desk with this fashionable pop-up note dispenser that resembles a glistening diamond and offers convenient one-handed dispensing. Post-it Pop-up Note Diamond-shaped Dispenser includes a 45-sheet pad of Jewel Pop Notes. Refill easily with 3" x 3" Post-it Pop-up Notes. Dispenser is made of acrylic.	\$12.99	EACH
R	MMMGC330	Keep this elegant, contemporary Pop-up Dispenser on your desk and your Post-it Pop-up Notes will always be at your fingertips. Glass and cork are natural, sustainable materials making, making this dispenser the natural choice to go with Post-it Greener Pop-up Notes. Dispenser includes a 50-sheet pad of 3" x 3" Greener pop-up notes. Greener notes are made with 100 percent recycled paper and an alternative plant-based adhesive.	\$14.93	PACK
S	MMMJAX330	Liven up your desk with this interactive, pop-up note dispenser. Weighted dispenser is perfect for easy one-handed dispensing. Post-it Pop-up Note Jax Rocker Dispenser includes one 90-sheet pad of 3" x 3" Post-it Super Sticky Pop-up Notes in Electric colors. Refill easily with 3" x 3" notes. Dispenser is made of plastic.	\$12.51	EACH
T	MMMPBL330BK	Post-it Pop-up Note Dispenser is shaped like a pebble and has a slot in the middle for convenient one-handed dispensing. The shiny pebble design was created by Karim Rashid to combine serenity and function on your desktop. Refill easily with 3" x 3" Post-it Pop-up Notes. Dispenser includes one pad of 3" x 3" Post-it Pop-up Notes.	\$12.99	PACK
U	MMMPBL330PP	Post-it Pop-up Note Dispenser is shaped like a pebble and has a slot in the middle for convenient one-handed dispensing. The shiny pebble design was created by Karim Rashid to combine serenity and function on your desktop. Refill easily with 3" x 3" Post-it Pop-up Notes. Dispenser includes one pad of 3" x 3" Post-it Pop-up Notes.	\$12.92	PACK
V	SAF9431BL	Offers intriguing design and a smart way to organize. Features simple, modern design. Connector clips included to stack units two high for an expanded organization system. Steel mesh. Literature Sorter Type: Desktop Number of Compartments: 6.	\$77.99	EACH
W	LLR95255	Steel mesh 3 and 5 desk organizer provides three 1" horizontal letter-size trays and five 1" vertical file compartments. Helps keep the many papers that come your way organized and easily accessible. Recyclable organizer includes a back powder coat finish.	\$42.99	EACH
X	BSN62898	Translucent, three-hole punch features a strong plastic handle and adjustable line guide. Use to punch three 1/4" holes in up to 12 sheets of 20 lb. paper. Rubber base protects your work surface.	\$7.79	EACH
Y	SWI74030	The wide grip, soft-touch lever makes punching large quantities 50% easier than with standard desktop punches. Top-quality cutting action with patented pin technology delivers clean and precise holes. Punch heads adjust for two- or three-hole punching adjustable up to seven holes additional heads sold separately. Multiple hole placements offer exceptional flexibility. Lever locks down for space-saving convenience. Paper-size adjustable. Pull-out tray for easy chip disposal. Durable metal construction. Sheet Capacity: 20 Operating Method: Manual Number of Holes: 2-3.	\$24.72	EACH
Z	SWI74520	Modern design is compact to save desktop space and easily fit in your hand. Electric or battery operation. Alignment indicators for precise three-hole punching. Transparent, hinged chip drawer. Oversized activation button offers quick, efficient operation. Automatic reverse feature releases jammed paper. Operates on six AA batteries sold separately or AC adapter included. Sheet Capacity: 20 Operating Method: Electric/Battery-Operated Number of Holes: 3	\$130.20	EACH
a	AOP12301	Leatherette Desk Pad with no side panels to obstruct writing. Firm self-healing surface "gives" so that shallow cuts, nicks and pressure lines disappear. Nonreflective surface for easy-on-the-eyes writing comfort. Antistatic, antifatigue and antibacterial writing surface. Foam backing protects the desk and ensures a strong grip. Made from all natural materials. Adds interest without impeding writing. Width: 17" Depth: 12".	\$24.99	EACH
b	TOP7951	Desk pad offers plain top-grade paper and a sturdy backer to protect desktops. Triangle bound corner tucks sheets away for an organized look. Each sheet is Letr-Trim perforated for easy sheet removal. Each pad includes 50 sheets and has a 27 point chipboard backer to protect your desktop.	\$28.27	PAD
c	TOP44165	Flash message format helps keep an accurate record of voice messages while "on the go." No more lost scraps of paper or notes scribbled on the back of business cards. The cover flips back for easy writing. Handy check-off box indicates returned messages. Form Size: 8 1/2 x 8 1/4 Forms Per Page: 1.	\$8.29	EACH
d	HOU1019935	Updated edition based on Webster's New College dictionary. Contains over 60,000 entries with clear, concise definitions and more than 1,200 new words and senses. Updated biographical and geographical entries. Includes fascinating word histories, regional expressions, synonyms, and more. Reference Book Type: Dictionary.	\$7.49	EACH
e	KIM21606	Kleenex. Two-Ply White Facial TissuePop-Up dispenser box with Signal feature: different colored tissues indicate new box is needed.Dispenser Pop-Up. Box125 tissues per box.Shpkg. wt. 1 lb.Single Box	\$2.06	BOX



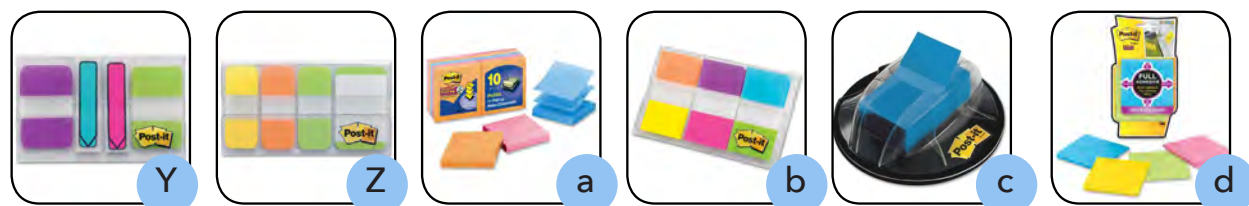


	ITEM #	DESCRIPTION	PRICE	AMT.
A	ACC76233	Shopping for a complete collection of basic office supplies just got easier with the Club Clip Pack. These office essentials include paper clips, binder clips, ideal clips and push pins. All items store in handy, reusable tubs, so drawers and desktops stay neat. Clip/Clamp Type: Clip Pack Colors: Assorted.	\$42.99	PACK
B	ACM10415	Nearly indestructible, warp-free, bend-resistant stainless steel ruler is ideal for precision measurement tasks. Attractive, brightly yet tastefully colored finish fits right into modern office environments. Etched, bright white standard and metric measurement markings ensure easy readability. First and last inches have 1/32-in. gradations. Drilled hook hole provides a convenient storage option. Ruler Type: Standard/Metric Length: 12" Standard Scale: 1/16"1/32".	\$4.73	EACH
C	BSN32359	Ruler is made of durable, flexible acrylic. Measurements are scaled to 1/16" in Imperial and millimeters in metric. Shatterproof ruler features raised beveled edges and extra margin at ends for clear starting.	\$.90	EACH
D	ACM14849	The very latest technology from Westcott combines titanium with a unique non-stick coating that is permanently bonded to the blades, delivering improved cutting performance. Blades are five times harder than stainless steel, stay sharper longer and are resistant to adhesives such as glue, adhesive tape and Velcro. For left or right hand use. Cut Length: 3 1/4" Scissor Length: 8" Tip Type: Pointed.	\$16.99	EACH
E	SPR25226	Straight scissors feature a rubberized grip for more comfort and control. Corrosion-resistant stainless steel blades keep a sharp edge longer. Blades are finely ground for smooth, constant cutting.	\$1.79	EACH
F	SWI37201	Heavy-duty staple remover smoothly extracts standard, heavy-duty and box staples from up to 60 sheets at a time. Spring-loaded level handle provides power. Sturdy base offers stability. Distinct shape perfectly fits hand for maximum comfort. Made of all metal with a satin chrome finish.	\$12.06	EACH
G	BSN65650	Staple Remover operates easily, quickly and efficiently to get the job done	\$.31	EACH
H	BSN32948	Value pack includes 12 rolls of tape and a desktop dispenser. Premium invisible tape is ideal for mending, splicing, and holding. Tape accepts writing of ink, pencil and marker. 1" core design fits in most desk dispensers. Tape is practically invisible on most surfaces. Tape is photo-safe	\$10.29	PACK
I	MMM34508	High-Performance Sure Start Packaging Tape is ideal for mailing, moving and package sealing. The Sure Start technology provides a smooth, easy unwind and superior clarity in a hot-melt adhesive. Tape meets U.S. Postal regulations for standard packages.	\$45.97	PACK
J	MMM36506	Scotch Moving and Storage Tape is designed for light-duty mailing and packaging. Long-lasting adhesive works in hot or cold temperatures so the tape is great for long-term storage. Tape meets Postal Regulations.	\$27.20	PACK
K	MMM38502ST	Value Pack features two rolls of Super Strength Clear Packaging Tape and a handheld pistol grip dispenser. Ideal for mailing, moving, heavy-duty packing and shipping. Hot melt adhesive offers superior clarity. Tape resists seam splitting, slivering and tearing and meets U.S. Postal regulations for standard packages. Soft touch, pistol grip dispenser features retractable blade and built-in braking device.	\$30.35	PACK
L	MMM38506	Tape refill is designed for use with 3M Scotch DP300-RD Hand Dispenser, 3850-2ST Value Pack, and HB903 Pistol Grip. Strong, "clear-to-the-core" packaging tape protects your heaviest packages during mailing, moving, and shipping. Adhesive is aggressive, hot-melt rubber resin. Instant adhesion provides immediate holding power, quickly securing package contents. Tape resists breakage for hassle-free application and performance during the most demanding applications. Packaging tape meets U.S. Postal regulations.	\$39.31	PACK
M	MMM600K24	Scotch Transparent Office Tape is a glossy tape with a high-clarity finish. Instant adhesion delivers excellent holding power. Long-aging, moisture-resistant, stain-resistant tape is clear when applied and does not yellow. Photo-safe tape pulls off the roll smoothly and cuts easily. Ideal for multipurpose sealing, label protection, general purpose wrapping, and mending.	\$70.49	PACK
N	MMM810K-12C30B	Step up your style and personalize your space with the Scotch Black Stiletto Shoe Tape Dispenser Value Pack. Elegant dispenser keeps your favorite Scotch Brand Tape at your fingertips and includes one roll of Scotch Magic Tape. Lightweight design allows easy, two-handed dispensing. Stylish, refillable dispenser holds 1/2" or 3/4" wide tapes on a 1" core, and tapes can measure up to 1500" long. Dispenser includes 12 rolls of Scotch Magic Tape	\$33.11	PACK
O	MMM810K16	Magic Tape is ideal for the office in this handy, money-saving multipack. Photo-safe tape has matte finish which disappears on paper. Pulls off the roll smoothly and cuts easily. Tape is invisible when applied and won't show on copies. Tape will not dry out or yellow and resists splitting and tearing. Easy-to-handle and apply tape can be repositioned initially, yet secures permanently. Write on with pen, pencils or markers.	\$35.69	PACK
P	MMM810K24	Original matte-finish, invisible tape will not dry out or yellow and pulls off the roll smoothly and cuts easily. Tape is invisible when applied and won't show on copies. Sturdy construction resists splitting and tearing. Easy-to-apply tape can be repositioned initially, yet secures permanently. Write on with pen, pencil or marker. Photo-safe tape is great for mending, splicing and many other permanent applications.	\$49.69	PACK





	ITEM #	DESCRIPTION	PRICE	AMT.
Q	MMM680HVSH	Keep Post-it Flags close at hand with the Post-it Desk Grip Dispenser with "Sign Here" flags. Unique design grips to any desktop surface to make it easy to grab a flag with one hand. Lightweight to go wherever you need to work. Four times more flags than standard flag dispensers so you'll run out less often.	\$.10	PACK
R	MMM680HVVW	Unique design grips to any desktop surface to make it easy to grab a flag with one hand. They stay put until you decide to remove them. Lightweight dispenser can go wherever you need to work. Desk Grip Dispenser holds four times more flags than standard flag dispensers so you'll run out less often. Dispenser includes 200 1" flags. The 1" wide size is great to use to mark pages for copying. T	\$.10	PACK
S	MMM6835CB	Post-it Flags make it simple to mark, flag or highlight important information. Eye-catching, colorful flags are easy to spot and great for color-coding. Each flag sticks securely and removes cleanly. Dispenses one flag at a time. Use them to draw attention to critical items, index, file or color-code. Removable flags mark your place, tab and highlight information. Copy shows through flags.	\$4.39	PACK
T	MMM684ARR1	Post-it Arrow Flags make it simple to direct attention to precisely what is important on a page. Ideal for marking documents without writing on them. Each flag sticks securely and removes cleanly. Assorted colorful, bold arrow points precisely where you need it. Includes clear dispenser to hold flags in different colors. Dispenses one flag at a time.	\$4.78	PACK
U	MMM684ARR2	Post-it Arrow Flags make it simple to direct attention to precisely what is important on a page. Ideal for marking documents without writing on them. Each flag sticks securely and removes cleanly. Assorted colorful, bold arrow points precisely where you need it. Includes clear dispenser to hold flags in different colors. Dispenses one flag at a time.	\$4.61	PACK
V	MMM686PGO	Post-it Durable Index Tabs make it simple to index and file; easy to organize, store and retrieve documents and display an organized and professional image. Tough and long-lasting 1" tabs stand up to repeated use. Easy to write on, apply and reposition. Offers plenty of space for labeling. Dispenses one tab at a time.	\$7.61	PACK
W	MMM686VAD1	Post-it Durable Tabs are ideal for quick and easy indexing, filing and labeling. Great for folders, notebooks and planners. Extra thickness prevents wear and tear. Easy to write on, apply and reposition. Each Durable Tab offers plenty of space for labeling. Dispenser dispenses one tab at a time.	\$12.99	PACK
X	MMM686VAD2	Post-it Durable Tabs are ideal for quick and easy indexing, filing and labeling. Great for folders, notebooks and planners. Extra thickness prevents wear and tear. Easy to write on, apply and reposition. Each Durable Tab offers plenty of space for labeling. Dispenser dispenses one tab at a time.	\$12.99	PACK
Y	MMM686VAPLOTG	Post-it Durable Tabs are ideal for quick and easy indexing, filing and labeling. Great for folders, notebooks and planners. Extra thickness prevents wear and tear. Easy to write on, apply and reposition. Each Durable Tab offers plenty of space for labeling. Dispenser dispenses one tab at a time.	\$4.79	PACK
Z	MMM686YOLLOTG	Post-it Durable Tabs are ideal for quick and easy indexing, filing and labeling. Great for folders, notebooks and planners. Extra thickness prevents wear and tear. Easy to write on, apply and reposition. Each Durable Tab offers plenty of space for labeling. Dispenser dispenses one tab at a time.	\$4.79	PACK
a	MMMR33010SSAN	Post-it Super Sticky Pop-up Note refills stick practically anywhere with revolutionary adhesive technology. Put your notes where they'll get noticed - like monitors, doors and walls. Pop-up feature offers the convenience of grabbing just one note, with just one hand. The accordion-style notes pop up one at a time from a specially designed pop-up dispenser (sold separately), keeping the notes at your fingertips. Repositionable adhesive won't mark paper and other surfaces. Notes are part of the Electric Glow Collection. Paper used comes from well-managed forests where trees are replanted. Each pad includes 90 sheets.	\$20.59	PACK
b	MMM680EGALT	Keep Post-it Flags in alternating Electric Glow colors handy with this on-the-go dispenser. Lightweight dispenser can go wherever you need to work. The 1" wide size is great to use to mark sections of papers to help keep you organized. They stick securely for long-lasting use and remove cleanly without damaging the documents. Low-profile dispenser includes 60 1" flags.	\$4.73	PACK
c	MMM680HVBE	Keep Post-it Flags close at hand with the Post-it Flags Desk Grip Dispenser. Unique design grips to any desktop surface to make it easy to grab a flag with one hand. They stay put until you decide to remove them. Lightweight dispenser can go wherever you need to work. Desk Grip Dispenser holds four times more flags than standard flag dispensers so you'll run out less often. Dispenser includes 200 1" flags. The 1" wide size is great to use to mark pages for copying. They stick securely for long-lasting use and remove cleanly without damaging the documents.	\$.10	PACK
d	MMMF33012SSAU	Post-it Super Sticky Full Adhesive Notes provide versatility and reliability for new uses in new places. Notes hold longer and stronger yet remove cleanly. Use inside planners, ring binders, calendars and journals so you always have notes handy. Full adhesion across the entire back of each note makes sure the whole pad stays together when it is stuck to a surface. Nonstick edge has rounded corners for fast, easy removal from pad. Individual notes are ideal to leave a note on almost any vertical surface. Each pad contains 25 sheets.	\$15.20	PACK



for your drawer



	ITEM #	DESCRIPTION	PRICE	AMT.
e	MMMF33012SSFM	Post-it Super Sticky Full Adhesive Notes provide versatility and reliability for new uses in new places. Notes hold longer and stronger yet remove cleanly. Use inside planners, ring binders, calendars and journals so you always have notes handy. Full adhesion across the entire back of each note makes sure the whole pad stays together when it is stuck to a surface. Nonstick edge has rounded corners for fast, easy removal from pad. Individual notes are ideal to leave a note on almost any vertical surface. Each pad contains 25 sheets.	\$14.99	PACK
f	MMMF33012SSY	Post-it Super Sticky Full Adhesive Notes provide versatility and reliability for new uses in new places. Notes hold longer and stronger yet remove cleanly. Use inside planners, ring binders, calendars and journals so you always have notes handy. Full adhesion across the entire back of each note makes sure the whole pad stays together when it is stuck to a surface. Nonstick edge has rounded corners for fast, easy removal from pad. Individual notes are ideal to leave a note on almost any vertical surface. Each pad contains 25 sheets.	\$14.71	PACK
g	MMMF3304SSAU	Post-it Super Sticky Full Adhesive Notes provide versatility and reliability for new uses in new places. Notes hold longer and stronger yet remove cleanly. Use inside planners, ring binders, calendars and journals so you always have notes handy. Full adhesion across the entire back of each note makes sure the whole pad stays together when it is stuck to a surface. Nonstick edge has rounded corners for fast, easy removal from pad. Individual notes are ideal to leave a note on almost any vertical surface. Each pad contains 25 sheets	\$5.55	PACK
h	MMMF3304SSFM	Post-it Super Sticky Full Adhesive Notes provide versatility and reliability for new uses in new places. Notes hold longer and stronger yet remove cleanly. Use inside planners, ring binders, calendars and journals so you always have notes handy. Full adhesion across the entire back of each note makes sure the whole pad stays together when it is stuck to a surface. Nonstick edge has rounded corners for fast, easy removal from pad. Individual notes are ideal to leave a note on almost any vertical surface. Each pad contains 25 sheets.	\$5.55	PACK
i	MMM691HLP3	Post-it Flag Pen-Highlighter Set combines the convenience of flags and writing instruments to help you get organized. Highlight passages or jot down notes. Grab a flag when you need to mark an area. Set includes 50 3/8" wide flags inside each combined medium ballpoint pen/chisel tip highlighter.	\$9.09	PACK
j	PAP1766484	InkJoy 300 Ballpoint Stick Pens offer Paper Mate's revolutionary InkJoy writing system, giving you the best in effortless writing. The InkJoy writing system starts quickly without dragging, requires minimal pressure from your hand, and delivers crisp, clean lines every time. Rubberized tri-contour grip delivers optimal comfort and control. Ballpoint pens also offer a transparent, color-fined body for a refreshing look.	\$6.39	DZ.
k	PAP1803501	Retractable ballpoint pens feature Paper Mate's revolutionary InkJoy writing system, giving you the best in effortless writing. The InkJoy writing system starts quickly without dragging, requires minimal pressure from your hand, and delivers crisp, clean lines every time. Hour-glass shape and rubberized grip deliver comfort. Pearlized finish offers a stylish look. Use the durable metal clip to attach the InkJoy 500 RT to pockets, notebooks and more.	\$9.99	PACK
l	PAP2254	Executive-style round pencils are made from 100 percent premium cedar with a black matte lacquer finish. Each pencil sharpens to a fine, exact point. Soft premium eraser does not smudge erasures.	\$2.05	DZ.
m	PAP5620115	All-purpose correction pen offers superior squeeze control for neat, precise corrections. Fast-drying formula is perfect for use on calendars, date books, and single letter correspondence. Correction pen offers pocket clip and a double ball tip that prevents clogging.	\$2.43	EACH
n	PAP89061	Felt-tip pens deliver bold vivid lines. Point Guard tip prevents tip from fraying. Felt-tip pen features quick-drying, water-based ink and a contoured barrel grip. Ink won't smear or bleed through paper. Ink is acid-free on paper.	\$11.99	ST.
o	SAN24415PP	Pen-style highlighters offer a versatile loop that ensures you'll never lose your highlighter. Easily attach to three-ring binders, planners, bags and more. Visible ink supply alerts you before you run out of ink. Pigmented, fluorescent ink presents bold colors, and the smooth ink flow offers consistent highlighting. Narrow chisel tip is ideal for both highlighting and underlining. Ink is quick-drying, odorless and certified AP nontoxic.	\$10.99	ST.
p	BSN37507	Woodcase No. 2 pencils feature a rounded, hexagonal shape for easy writing. The nonlead painted case is yellow and has a brass ferrule. Each pencil has an eraser on the tip to erase your mistakes. Latex-free eraser is smudge-resistant for clean erasing.	\$1.00	DZ.
q	ITA36180	Pen-style highlighters feature fluorescent ink and a chisel tip. The chisel tip makes wide or narrow lines. Ink is quick-drying and odorless.	\$1.69	ST.





APRIL 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nominate that special someone from your workplace that embodies some or all of these qualities:

- Dedicated
- Loyal
- Honest
- Easy-going
- Personable
- Going above and beyond their expectations
- Punctual
- Always willing to help out a co-worker
- Positive attitude

Important dates:

- Nominate March 25 – April 6
- Vote April 8 – April 19
- Winners announced April 24

1st Place, HON Lota Series Black Frame Mid-back Mesh Office Chair Hon2281VA10T

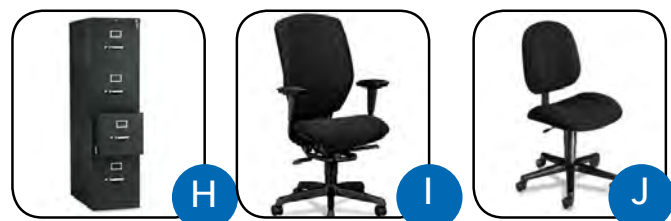
2nd Place, Keurig Commercial Grade B145 Brewer

3rd Place, HP Deskjet 3520 All-in-one, HEWDJ3520





	ITEM #	DESCRIPTION	PRICE	AMT.
A	BSXH414PP	Full cradle drawer suspension with nylon rollers for smooth, quiet drawer action. Drawers open fully for easy access. High drawer sides accommodate hanging file folders without the use of hangrails for front-to-back letter size filing. Bright aluminum drawer pulls, label holders and thumb latch. Color: Black Overall Width: 15" Overall Depth: 22".	\$235.28	EACH
B	BSXVL141EN11	Contoured design with extra cushioned headrest make this chair a flexible choice. Gathered vinyl upholstery. Five-star base with casters for easy mobility. Recommended Applications: Executive & Management Seat/Back Color: Black.	\$172.32	EACH
C	BSXVL531MM10	Form and function combined. Dramatic mesh back design offers cool, breathable support. Mesh seat cushion has two layers of padding for increased comfort. Padded arms are height-adjustable for a custom fit. Five-star base with casters for easy mobility. Recommended Applications: Guest, Reception, Waiting Room & Lounge Seat/Back Color: Black.	\$166.07	EACH
D	DYM1738976	The label maker that belongs on every desk Features a logical flow of label making from start to print very user friendly. The large graphical display shows exactly how your label will print. Quick access buttons to punctuation, currency symbols and diacriticals. Stores up to 9 labels. Prints up to 10 copies of a label. Choose from six font sizes, seven styles and 8 different boxes or underline. One-line, 13-character display. Easy-to-use typewriter QWERTY keyboard. Manual cutter. Uses D1 tape. Includes carrying case, six AA batteries, AC adapter, one 1/2 black-on-white starter tape and one 3/8 black-and-yellow full-size tape. Tape Size: 1/2"1/4"3/8" Number of Printed Lines: 2 Display Characters x Display Lines: 13 x 1.	\$67.48	EACH
E	DYM1752265	Exceptionally fast, convenient and versatile. PC/Mac-connected label printer lets you label, mail and file smarter with DYMO Productivity Software. Powerful and intuitive label software includes an integrated address book that makes it easier to select and filter multiple addresses. Add-ins allow one-click printing from popular software programs such as Microsoft Word, Excel, Outlook, QuickBooks and CardScan. Address Fixer corrects addresses from the USPS database. Prints 56 label styles in eight categories plus USPS-approved No-Monthly-Fee DYMO Stamps postage labels. Convert your paper files to digital with DYMO File LT. 600 x 300 dpi resolution. Cost-effective, efficient direct thermal printing no ink or toner required New "sleep mode" conserves energy. Label guide feature ensures that each label prints perfectly. Compact design saves valuable work space. Compatible with Windows and Mac. High-speed, hassle-free labeling and mailing solution for your busy office. Maximum Tape/Label Width: 2 7/16" Printing Speed: 71 Labels/Minute Maximum Resolution Dpi: 600 x 300 DPI.	\$156.50	EACH
F	DYM1754490	Eliminate the inconvenience of AA batteries just charge and go with this sleek, ultra-convenient label maker. Packed with new features inspired by LabelManager users to help you get the results you want with more ease and convenience. The large 1 1/5" x 2 1/3" screen displays two lines of label text. Plus, the graphical display lets you see text effects onscreen before you print. Works faster with an improved user interface that displays all menu options onscreen without scrolling and includes intuitive icons for formatting options. Familiar ABC-style keyboard. Offers quick access to special symbols. Choose from three font styles, six font sizes and one of eight different box or underline styles. Nine label memory and easy insertion of saved text. Prints up to 10 copies of the same label. Includes rechargeable lithium ion battery, charging cord, starter label cassette and user manual. Tape Size: 1/2"1/4"3/8" Number of Printed Lines: 2 Display Characters x Display Lines: 13 x 2.	\$80.13	EACH
G	HON512PP	TWO DRAWER Full cradle drawer suspension with nylon rollers for smooth, quiet drawer action. Drawers open fully to provide easy access to entire drawer contents. High drawer sides eliminate the need for hangrails. An adjustable wire follower in each drawer keeps files upright and neat. HON "One Key" core removable lock installed. Color: Black Overall Width: 15" Overall Depth: 25".	\$201.97	EACH
H	HON514PP	FOUR DRAWER Full cradle drawer suspension with nylon rollers for smooth, quiet drawer action. Drawers open fully to provide easy access to entire drawer contents. High drawer sides eliminate the need for hangrails. An adjustable wire follower in each drawer keeps files upright and neat. HON "One Key" core removable lock installed. Color: Black Overall Width: 15" Overall Depth: 25".	\$249.99	EACH
I	HON6212BW19T	Dual-action synchro-tilt control adjusts back recline at a 2:1 ratio to seat. Adjustable integral lumbar support. Height- and width-adjustable arms for custom comfort. Five-star steel base with casters for easy mobility. Recommended Applications: Executive & Management Seat/Back Color: Iron.	\$441.15	EACH
J	HON7901AB10T	Contours in seat and back cushions offer all day comfort. Back height adjust to ensure a custom fit for people of all sizes. Upholstery contains stain-resistant protection to maintain a clean appearance. Recommended Applications: General Office & Task Seat/Back Color: Black.	\$157.99	EACH



for your **office**



K



L



M



N

	ITEM #	DESCRIPTION	PRICE	AMT.
K	JOJ100146000	Aveeno Continuous Protection Sunblock Lotion offers SPF30, UVA/UVB protection. Patented Active Photobarrier Complex provides long-lasting UVA/UVB protection from the sun. Oil-free, non-greasy formula is hypoallergenic and water-resistant. Sunblock lotion also contains natural soy and vitamins A, C, and E.	\$12.81	EACH
L	LIL62001	Moisturizing lip balm soothes dry lips, helps heal chapped lips, and protects them from sunburn. Original flavor formula of Carmex Lip Balm is also designed to alleviate the roughness of dry lips so your lips stay soft. Also use the balm to replace moisture lost from wind, sun and dry air, and to help speed the healing process. Camphor alleviates pain. Menthol kills germs and relieves discomfort. Phenol gently numbs your sore lips and removes old, dead skin.	\$12.31	BOX
M	LLR62950	Compact mobile wire filing cart holds letter-size hanging files. Use bottom shelf for additional storage. Metal wire frame offers a powder-coat finish. Filing cart rolls easily on four swivel dual-wheel casters.	\$27.99	EACH
N	RED51114	White forms with blue-shaded notes space. Space to record Caller, Company, Phone/Fax numbers, Date, Time and Notes, with additional lines for detailed notetaking of each call. Completed check-off box for quick visual reference. Also includes additional space, shaded blue, for Follow-up Notes and Date. Form Size: 10 5/8 x 8 Forms Per Page: 5.	\$5.77	EACH

ABOUT ADMINISTRATIVE PROFESSIONALS DAY



National Professional Secretaries Week and National Secretary's Day were created in 1952 through the work of Harry F. Klemfuss, a New York City Publicist. Klemfuss recognized the importance and value of the position to any company or business. At the time his goal was to encourage more women to become secretaries. Using his skills and experience in public relations, Klemfuss promoted the values and importance of the job of secretaries. In doing so, he also created the holiday in recognition of the business role's importance.

Today, the title is changing and evolving, but the need for daily recognition is equally important. With this evolution, there are two new terms in use today. These terms are "Administrative Professionals" and "Executive Administrators". The two names sometimes mean different roles and responsibilities to different companies.



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